

Date of Meeting: June 16, 2020

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**BOARD OF SUPERVISORS
BUSINESS MEETING
ACTION ITEM**

ACTION ITEM

**SUBJECT: FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE REPORT:
Contract Award/Portfolio and Program Management for
Capital Projects**

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: June 16, 2020

STAFF CONTACTS: Bruce Johnston, Transportation and Capital Infrastructure
Joe Kroboth, III, Transportation and Capital Infrastructure
Cheryl L. Middleton, Finance and Budget
Janet Romanchyk, Finance and Budget

PURPOSE: To award a contract for Portfolio and Program Management for Capital Projects.

RECOMMENDATION:

Finance/Government Operations and Economic Development Committee (FGOEDC): At the FGOEDC meeting on June 9, 2020, the FGOEDC recommended (4-0-1: Chair Randall absent) to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for Portfolio and Program Management for Capital Projects to Michael Baker International, Inc. in the total estimated amount of \$2,286,591.

Staff: Staff concurs with the recommendation of the FGOEDC.

BACKGROUND: Request for Proposal (RFP) No. 114783 was issued on November 5, 2019, to solicit proposals from qualified firms to provide portfolio and program management services for Capital Projects. One proposal was received on December 10, 2019, and evaluated by a Proposal Analysis Group (PAG) consisting of members from the Department of Transportation and Capital Infrastructure (DTCI), the Department of Finance and Budget, and County Administration. The PAG met on January 30, 2020, to evaluate the credentials of the project team presented in the proposal. Based on the evaluation of the proposal submitted by Michael Baker International Inc., the PAG decided to conduct an interview and, based on the results of the interview, move forward to complete contract negotiations. This contract has one base year and four one year renewal options.

The purpose of this contract is to obtain specialized resources and expertise to support the County of Loudoun (County) in undertaking a broad range of program management tasks associated with successful implementation of the capital and non-capital projects funded from the capital portfolio as well as other Board directed projects outside of the capital program. The services provided as a result of this contract are intended to assist the County with the tasks necessary to manage a large-scale capital program, to include but limited to, project initiation planning, monitoring and controlling project performance, cost-estimating, scheduling, constructability reviews, and to provide management of architectural and engineering design and construction management services on projects when time constraints or other considerations preclude obtaining individual project proposals for design services and other related services.

Pursuant to the [Board's Adopted Procurement Resolution](#), this contract award requires approval by the full Board.

ISSUES: Authorization of this contract will provide specialized embedded third party resources and expertise to support the County in undertaking a broad range of program management tasks associated with successful implementation of the capital and non-capital projects including project planning, resource needs assessment and allocation, monitoring and controlling project performance, cost-estimating, constructability reviews, and individual project scheduling as well as overall program schedule review. Application of these resources is intended to aid in delivery of the County's capital and non-capital projects in a timely fashion and at properly budgeted expenditure levels.

FISCAL IMPACT: The County estimates spending \$2,286,591 on portfolio and program management services for Capital Projects during the contract period (July 1, 2020 – June 30, 2021). The cost of this contract was planned to and will be absorbed within appropriated capital project budgets in the Capital Projects Fund; no additional appropriations are being requested for this contract award.

ALTERNATIVES:

1. Authorize the Purchasing Agent to award a contract for Portfolio and Program Management for Capital Projects to Michael Baker International, Inc. in the total estimated amount of \$2,286,591.
2. Do not recommend award of the contract and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move the recommendation of the Finance/Government Operations and Economic Development Committee that the Board of Supervisors authorize the Purchasing Agent to award a contract for Portfolio and Program Management for Capital Projects to Michael Baker International, Inc. in the total estimated amount of \$2,286,591.

OR

2. I move an alternate motion.